

ACCOUNTS / BOOKKEEPING ROLE

Garry Nash & Co. was established in 1981. Our team of 30 is committed to delivering the highest standard of ethics, values and client care. We strive to foster a caring workplace environment with a focus on developing team members to their full potential.

Hours of work

This is a part time role, 0.8 EFT.

Flexible (school) hours available, including a potential job-share arrangement for suitable applicants.

About the role

This role encompasses a broad range of financial functions including:

- Preparation of budgets
- Financial reporting, cash flow forecasts
- Preparation of BAS and IAS
- Payroll
- Accounts payable/receivable.

Skills and experience

The successful applicant/s must be honest, hardworking, mature minded and enthusiastic. Other essential qualities include:

- Previous Accounts/Bookkeeping experience
- Excellent numeracy skills
- Advanced Excel skills
- Excellent attention to detail and accuracy
- Ability to communicate effectively
- A satisfactory Police Check upon appointment.

Remuneration

This position falls under the *Clerks Private Sector Award 2020* Level 4 or 5 classification (depending on level of experience). Above award wages apply.

Position Description

For a full explanation of the role, please click on: <https://tinyurl.com/rja7ycw4>

Please forward your application and cover letter to:

Attention: Sarah Noble
Garry Nash & Co. Real Estate
23 Baker Street Wangaratta 3677
Or: email - careers@garrynash.com.au

Applications close at 12 noon on Monday 10 May 2021

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